



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-88

DEPARTMENT	DIVISION	SECTION	PERMANENT <input checked="" type="checkbox"/>	NON-PERMANENT <input checked="" type="checkbox"/>
Colorado Dept. of Public Health and Environment	Water Quality Control Division	Budget		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
1.	Annual Budget Reports Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.	Record copy: Permanent. Retain by agency for 7 years then transfer to State Archives. Duplicate copies: Retain by agency for 5 years and then destroy	No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit.	
2.	Block Grant Monthly Reports Annual reports on grants received by state agencies from the federal government and may contain application, notice of award, program reports, and correspondence.	Record copy: Retain by agency for 3 years after grant ends and then destroy. Duplicate copies: Retain by agency for 1 year and then destroy		
3.	Block Grant Yearly Reports Annual reports on grants received by state agencies from the federal government and may contain application, notice of award, program reports, and correspondence.	Record copy: Retain by agency for 3 years after grant ends and then destroy. Duplicate copies: Retain until no longer needed then destroy.		
4.	Budget Apportionment Files Apportionment and reapportionment schedules, proposing monthly obligations under each authorized appropriation.	Record copy: Retain by agency for 2 years and then destroy. Duplicate copies: Retain by agency for 1 year and then destroy.		
5.	Budget Work Papers Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director. They also contain work program, etc	Record copy: Retain by agency for 3 years and then destroy. Duplicate copies: Retain until no longer needed then destroy.		
6.	Budget Estimates and Justification Files Copies of budget estimates and justification prepared or consolidated in formally organized budget offices. Included are appropriation language sheets, narrative statements, workload/expansion plans and related schedules and data.	Record copy: Retain by agency for 5 years and then destroy. Duplicate copies: Retain until no longer needed then destroy		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature

Date

4/18/2007

Records Liaison Officer's Signature

Date

01-19-07

Attorney General's Signature

Date

7/18/07

State Auditor's Signature

Date

6/18/07



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Colorado Dept. of Public Health and Environment	Water Quality Control Division	Budget		
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS	
7.	Budget Policy Files Correspondence or subject files of formally organized budget offices documenting agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs	Record copy: Retain by agency for 7 years then transfer to State Archives. Duplicate copies: Retain by agency for 2 years and then destroy.		
8.	Grant Case Files Accepted proposals and applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants, allocation of funds and project budgets. Specific grant case files may have additional retention requirements. If so retain the document for the time period that the grant requires.	Record copy: retain by agency for 3 years after grant has ended and then destroy. Duplicate copies: Retain until no longer needed then destroy.		
9.	Grant Control Files Indices, registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.	Record copy: Retain by agency for 3 years after grant has ended and then destroy. Duplicate copies: Retain until no longer needed then destroy.		
10.	Periodic Budget Reports Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.	Record copy: Retain by agency for 3 years after the close of the fiscal year and then destroy. Duplicate copies: Retain until no longer needed then destroy.		
11.	Unsuccessful Grant Application Files Rejected or withdrawn grant applications, memoranda, correspondence, and other records relating to the decision to reject the grant proposal.	Record copy: Retain for 2 years after rejection or withdrawal and then destroy. Duplicate copies: Retain until no longer needed then destroy		

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State Archivist's Signature <i>Jerry Letterson</i>	Date 4/18/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 01-19-07
Attorney General's Signature <i>John W. Suthers by man</i>	Date 7/18/07	State Auditor's Signature <i>Charles E. Roff</i>	Date 6/18/07